

Food & Beverage Sampling Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please return this form to the Event Department:**

Cairns Convention Centre
PO Box 8084
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF SAMPLING

[applies for relevant food/beverage sampling & third-party catering requests]

Food or beverage items for sampling:	
Reason for sampling & relevance to your business:	
Quantity of items for distribution per day:	
Samples sizes of items for distribution:	
Is cooking required for any items for sampling?	YES NO If YES, please complete a Food Preparation/Cooking Request Application.

Mandatory Requirements:

- Items to be sampled must be directly related to the exhibitor's core business & served as bite-size pieces or in maximum 50g portions.
- Beverage portions are limited to:
 - non-alcoholic beverage (100ml or less)
 - liquor spirit (20ml or less)
 - wine & beer (50ml or less).

- All persons serving alcohol samples must hold a current Responsible Service of Alcohol (RSA), a copy of which must be supplied to the event organiser & Cairns Convention Centre prior to tenancy.
- Mandatory RSA signage shall be clearly displayed at each location / stand serving alcohol.
- Food safety standards must be adhered to, including hygiene, temperature control, cleaning, & sanitation.
- Details of the ingredients in food & beverage products shall be available including the presence of any allergens.
- The FOOD ACT 2006 food safety regulations that cover all distribution of food & beverage products, apply to all events held at Cairns Convention Centre
- Businesses are required to register for a [Cairns Regional Council Temporary Food Business Licence](#) which must be provided with your Cairns Convention Centre application. Please visit the Cairns Regional Council website for further information.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) & their staff to ensure that Workplace Health & Safety (WHS) legislation & safe work practices are followed to ensure, as far as reasonably practicable, the health & safety of all persons that may be affected by the activity.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

This activity has not been authorised to occur at the Cairns Convention Centre until written confirmation of its approval is provided by the Cairns Convention Centre, & in such circumstance, the Cairns Convention Centre makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

The Cairns Convention Centre undertakes regular compliance checks, & you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by the Cairns Convention Centre to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, the Cairns Convention Centre representative’s reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed & any issues are rectified.

Any approval by the Cairns Convention Centre for this activity to occur does not give rise to an acceptance of any liability, loss, or damage caused by the activity.

Full Name: _____

Signature: _____

Date: _____

VENUE USE ONLY

Authorization:	Culinary Services	Event Services
Permit Issued By:		N/A
Reviewed By:		
Comments:		
Signature:		
Date:		

PERMIT NUMBER: